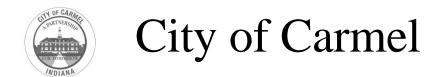


City of Carmel

Public Event Sign Permit
Per Sign Ordinance Section 25.07.03-06 and Ordinance D-1647-03

Non-profit Organization		
Name:		
Address:		
Phone #:	Website:	
Contact Person		
Name:		
Phone #:		
<u>Event</u>		
Name:		
Date:	Time:	
Location:		
Purpose of Event:		
Charity(ies) involved (if any):		
Registration deadlines (if any):		
Banner Info		
Time restrictions on banners:		
 Preferred banner dates (max 2 weeks): 		Approved banner dates (Dept. use only):
Preferred reader board dates (max 1 wee	ek: Wed-Wed):	Approved reader board dates (Dept. use only):
Banners located only at event site may b	— e posted for entire	e approved time.
 NEW!!! Banner proof from Print Compar granted. 	ny needs to be sul	omitted with application before approval will be
Banner size: 3' x 8' horizontal format for Car Other formats allowed for even		
Information required on banner.	Banner location	on requested (Check all that apply):
 Name of Organization Name and location of Event Date and time of Event Contact information 	Carmel Dr. & Rangeline Rd. 126 th St. & Rangeline Rd. Event location Merchants Square Reader Board (see pg. 2)	
Note: Applicant is responsible for creating, and removing sign within the designated tin The City of Carmel asks that the Applicant its sign is properly secured at all times. We for your cooperation. Good luck with your experience of the cooperation of the c	me period. make sure thank you	Dept. use only



Merchants Square Electronic Message Board Guidelines

The sign is located at the northwest corner of Keystone Ave. and 116th Street

- Only those organizations the City of Carmel has approved a declaration for will be considered for a public event message to be run on the Merchant's Square Message Board.
- All public event messages will be submitted on the approved Merchant's Square Message Board form. The form must be completely filled out to be considered.
- The message request should be submitted no earlier than four weeks before the event to be advertised. The message will not begin to be run until two weeks before the event. However, it may only run for one week: Wednesday to Wednesday.
- BE VERY BRIEF IN CONSTRUCTING YOUR MESSAGE. Limit your message to 15 letters maximum per line with a maximum of six lines. The lines do not scroll. See the approved form that must submitted on page three.
- The City of Carmel and the Ramco-Gershenson Company reserve the right to reject any message.
- All messages will be presented in the same electronic format. Please do not request Ramco-Gershenson to change their public event format.
- Docket No. V-6096 Merchant Square Identification Sign agreement stated that 33% of the sign's time (20 minutes per hour) would be allocated to civic/public service message. Therefore, the number of times any one message will be displayed will be determined by the number of message requests submitted for a given time period.

Contact at Carmel City Hall: Maggie Crediford

Carmel City Hall

Department of Community Services

1 Civic Square Carmel, IN 46032 PHONE: 317-571-2417 FAX: 317-571-2426

mcrediford@carmel.in.gov



City of Carmel

Public Event Announcement Form

Merchant's Square Electronic Message Board

Organization:			
Contact Name: _			
Address:			
Phone:		_ Fax:	
e-mail:			
Date to start mes (<mark>Maximum 1 wee</mark> l	sage: <mark>k: Wednesday – Wednesda</mark>	Date to end message:ay)	
The maximum number	on the form below. The maximu er of lines per message is 6. Be	um number of characters, including spaces, is 15 per lies as brief as possible to get your message across to the	ne. e
1			
2			
3			
1			
 5			
6			
6			
	Maggie Crediford City of Carmel		

Department of Community Services

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